

MT Child and Adult Care Food Program

Homeless Shelters Fact Sheet

Emergency shelters, which serve homeless children and their families, can participate in the MT Child and Adult Care Food Program (CACFP).

What is CACFP?

CACFP is a federally funded nutrition assistance program that provides healthy meals and snacks to 2.5 million young children each day in day care settings. The program also serves 58,000 adults who receive care in nonresidential adult day care centers. In 1999, CACFP reached even farther by providing snacks to youths participating in after school care programs, and meals and snacks to at-risk children residing in homeless shelters.

Which shelters can participate in CACFP?

An emergency shelter must provide residential and food services to homeless children and their parents or guardians. It must be a public or private non-profit institution. The shelter must meet any health and safety codes that are required by state or local law.

Who is eligible for CACFP meals and snacks?

Each residential child 18 years of age and younger may receive up to three reimbursable meals each day. Children with disabilities, regardless of their age, may also receive CACFP meals and snacks at the emergency shelters where they reside.

There are no application forms for parents or guardians to fill out. All reimbursable meals and snacks must be served in group setting, meet CACFP program requirements, and be served at no cost to the child or the child's parents or guardians.

How are shelters reimbursed?

Homeless shelters receive payments for serving meals and snacks which meet Federal nutritional guidelines, to eligible children.

Shelters also receive 22.75 cents in commodities or cash-in-lieu of commodities for each CACFP lunch or supper they serve.

How can a shelter participate in the CACFP?

- Complete a preliminary application and return it to the Montana CACFP.
- Complete an application and sign an agreement with the Montana CACFP.
- Receive, and pass, a pre-approval visit from the Montana CACFP staff.
- Register for and attend a CACFP Annual Training.



Early Childhood Services Bureau
Child & Adult Care Food Program
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What does an application include?

- An administrative budget.
- Information about the numbers of children served.
- Information and statements regarding the shelter's options for receiving commodities and advance payments.
- A statement which indicates the shelter's primary purpose is temporary housing and providing meal service to children and their parents or guardians.
- A description of how the shelter will ensure reimbursement is claimed only for meals served to eligible children who reside there.
- If the shelter has more than one participating facility, the shelter must sponsor the other facilities and must complete a management plan and agree to fulfill sponsoring organization duties.

What are the recordkeeping requirements?

- All CACFP paperwork must be maintained on site for the duration of three years.
- The shelter must certify each child served is a resident of the shelter. Documentation must include, for each child, a master roster with the child's name, date of birth, and period of residency.
- Meals served to children and infants must be documented.
Menus for infant meals and children are used to document meals served and must meet the CACFP Meal Pattern Requirements.
- A daily roster of children receiving meals must be maintained.
- Total meal counts for by meal type (brkfst, lunch, snack, and/or supper).
- The shelter must manage non-profit food service.
- Additional requirements may be made by the state agency.

Where can I get more information?

To learn more about the MTCACFP state office at: (406) 444-4347 or 1 (888)-307-9333.

Visit us on the Web: www.childcare.mt.gov

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